

HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 202

February 16, 2007

POSITION: Maintenance/Custodial Supervisor

DEADLINE TO APPLY: March 2, 2007

CLASSIFICATION: Maintenance/Custodial Supervisor

DEPARTMENT: County Facilities

LOCATION: Hillcrest School

246 Bonham Road

Cincinnati, Ohio 45215

WORK HOURS: 80 Biweekly

FLSA STATUS: Salaried/Exempt

SALARY: \$1,463.20 Biweekly

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Completion of secondary education; five (5) years experience in general maintenance of heating, cooling, plumbing and electrical systems, and general building and grounds maintenance; one (1) year experience in supervision; demonstrable ability to perform moderate to heavy labor over extended periods of time under adverse weather conditions; ability to get to work site promptly at any time day or night.

Listed below are the PREFERRED QUALIFICATIONS of the department:

Valid driver's license issued by the state of residency.

Listed below are the LICENSE/CERTIFICATION REQUIREMENTS of the department:

Ability to repair electrical and HVAC equipment; ability to maintain heavy duty grounds keeping equipment and transportation vehicles; knowledge of building safety and inspection codes; working knowledge of maintenance diagnostics.

Listed below is a brief summary of the JOB DUTIES:

Supervises work of all custodial and maintenance repair employees; schedules, coordinates and assigns work tasks; interviews job applicants and makes hiring recommendations; recommends discipline, evaluates job performance; receives and adjusts grievances; receives and approves/disapproves leave requests; assists in development/change of policy; ensures compliance with departmental policy. Supervises maintenance and ongoing preventative maintenance of all heating, cooling, plumbing, electrical and cleaning equipment for agency buildings (e.g., electric heaters, air conditioners, heat pumps, plumbing system, electrical fixtures, etc.); ability to perform duties of staff as needed. Monitors usage of, reorders and maintains inventory of requisite custodial maintenance and repair supplies; prepares or secures cost estimates for needed repairs and construction and makes recommendations based thereon; prepares and submits written reports (e.g., supplies used and needed, capital improvements needed and cost thereof, etc.); assists in preparation of budget as related to custodial, maintenance and repair activities; prepares routine correspondence regarding maintenance repair, equipment and supplies. Oversees maintenance of agency grounds (e.g., mowing of grass, raking of leaves, shrubbery planting, weeding, ice and snow removal, etc.). Attends supervisory meetings as required; receives and processes deliveries; assists in the inventory and I.D. marking of all equipment, supplies and furniture. Demonstrates regular and predictable attendance. Performs duties of co-workers as required or assigned. Positions supervised: (3) Maintenance Repair Worker 2; (4) Custodial Worker 2

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department
County Administration Building
138 East Court Street, Room 707
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-4720

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.